

**Communication Action Team**  
**Meeting Notes**  
**July 1, 2004**

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**Attendance** Julie LeBlanc, Kim Avery, Tandy Bidinger, Diane Kempen, Earl Dewey, Lore Watt-Corridino, Sara Smith by Conference Call.

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**Meeting Overview**  
*(25 words or less)* Team talked of ways to get this team back on track. Team looked over the Action Items and determined Team Leaders. Team set next meeting dates and developed agenda for next meeting.

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**Meeting Notes**

1. Team reviewed what needed to be done to get this team back on track.
2. Team talked of a shift in Moderator responsibilities.
3. Team reviewed the Action Items and determined Team Leaders for each of the actions.
4. Team determined next meeting dates.

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**Action Items**

1. Sara Smith will send a notice to everyone who is supposed to be on the committee regarding information from past meeting and information about the next meeting.
2. Team will review the Operating Charter before next meeting.
3. Team will review the Meeting Minutes from all past meetings.
4. Team will review the Action Items and brainstorm some tasks under each of the items.
5. Team will outreach to other people/agencies to participate on this team.

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**Proposed Agenda Topics For Next Meeting**

1. Review the Team's Operating Charter.
2. Review the Action Items and review ideas for tasks.
3. Determine if subteams are necessary.
4. Review list of additional team members.
5. Determine Next Steps for team.
6. Determine Future meeting Dates.

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**Next Meeting Dates**

1. Wednesday, July 21, 2004  
9:30-2:00 pm, Brighton TSC, 10321 East Grand River, Brighton, MI
2. Wednesday, August 11, 2004  
9:30am – 2:00pm, Brighton TSC, 10321 East Grand River, Brighton, MI